

PRESENTATION - 1

Introduction of Summer 2005 Interns

The Park Authority has welcomed thirteen interns for the summer of 2005. These interns will be introduced at the Board meeting. The following is a brief description of the interns and their assignments.

Park Services Division

Jose Ferrufino is a recent graduate of George Mason University with a major in Sport Management and a minor in Business. Throughout the spring, he has been an intern with the Leisure and Wellness Branch working with the summer Rec-PAC program. He has assisted with administrative functions including manuals, open hires, Counselor-in-Training preparations, flyers, forms, mail-outs and requests to the print shop for paperwork.

Brandi Mangum is a Senior at Hampton University majoring in Marketing. For the summer, she will be an intern with the Leisure and Wellness Branch working with Rec-PAC. Brandi will assist with administrative functions, including registration, scholarships, training preparation, payroll and daily operations of the program.

Annalisa "Lisa" Sukhu is a recent graduate of Northern Virginia Community College (NVCC) with an Associate's Degree in Liberal Arts. Lisa completed the Fitness Career Studies Program at NVCC which is designed to provide students with skills and knowledge to work as a personal trainer or group exercise leader in the fitness industry. She is completing her requirements for this certification as an intern at Audrey Moore RECenter under the direction of the Fitness Director. The internship will help Lisa with practical hands-on experience to utilize, develop and enhance skills learned throughout the curriculum. Lisa will be transferring to the University of Virginia in the fall with an emphasis on pre-med studies.

Dana Lawrence is a graduate of the Fitness Career Studies Program at NVCC. Although Dana completed her requirements for the certification, she and her advisor asked that she be placed as an intern at the Robert E. Lee RECenter to develop and enhance skills she has learned throughout the NVCC curriculum as well as the development of new skills and knowledge. Dana will work with the Lee Fitness Director in helping to plan and implement new teen fitness programs. After she completes a skills set recommended by her advisor at NVCC, Dana plans to pursue other opportunities with the Park Authority.

Andrew Assur is a senior at Radford University. He has graduated with a degree in Business Management and is currently interning at Audrey Moore

RECenter and Wakefield Skate Park to complete his requirements for his degree in Recreation, Parks and Tourism. Andrew has been a camp counselor since 1997 and will be a camp director this year at the Skate Park. Andrew's internship will expose him to a wide variety of park operations including Skate Park staff, recenter front desk and general administrative duties. Andrew's internship project will be to organize and run a BMX bike and aggressive inline competition this summer.

Arunava Chatterjee is a graduate student in Applied Statistics at Wright State University in Dayton, Ohio. He will be working as a data analyst on various projects this summer. His primary responsibility will be administering the Park Services Division's summer camp satisfaction survey. As time permits, he will also be conducting data analysis from the most recent Lake Fairfax campground survey and analyzing Census data.

Administration Division

Katherine Cole is a senior at the University of Mary Washington majoring in Business Administration and Psychology. After graduation she plans to work in the Washington, DC area and attend law school part-time. This summer she is an intern with the Financial Management Branch. She will primarily assist in the Capital Construction and Financial Reporting areas. Some of her responsibilities will include developing, updating and monitoring spreadsheets to document construction contract payments for architectural and engineering firms and contractors. She will also assist with the development of the Completed Projects reports and other spreadsheets that will be used in the documentation of information for the FY 2005 KPMG audit.

Resource Management Division

Rachel Roeske is a senior at Concordia University in Ann Arbor, Michigan, majoring in Archaeology. Rachel is working on the analysis of Site 44FX2723, a prehistoric site excavated last summer. She is specifically concentrating on an analysis of prehistoric hearths. She is looking for organic residues that have adhered to the rocks used in these fireplaces so they can be analyzed and dated. Her internship will result in a comprehensive report on her findings and will make recommendations for future analysis.

Katherine Bryant is a recent graduate of the College of William and Mary with a degree in Biology. **Monique Mullins** is a recent graduate of the College of William and Mary with a degree in Environmental Sciences. They are working as Naturalist interns with the Natural Resource Management and Protection section.

Katherine and Monique are using a phase 1 survey protocol to assess the natural resources on many of the park parcels in the county. The surveys include an assessment of the diversity of species at the site, the amount of invasive species present, stream quality and overall integrity. This information has not been previously available for many of the parks and will assist greatly in park planning, maintenance and resource management.

Tirzah Breslar is a senior at Virginia Tech majoring in Wildlife Science and French. Her internship work at Ellanor C. Lawrence Park will expose her to a wide variety of park operations from administration to resource management and visitor services. Specific work areas will include continuation of deer population studies, other environmental surveys, summer camp programs, encroachment inspections, data entry and bioretention. Some new opportunities may exist for work with the new Sully Woodlands park lands. Upon graduation, she hopes to travel and work in a natural resources field.

Kristen Clark is a junior at Virginia Tech majoring in Natural Resource Recreation. As the Huntley Meadows Park naturalist intern, Kristen will experience all aspects of visitor center operations and natural history interpretation. She will lead nature programs and children's day camps, and create and conduct a new program for 6-8 year olds. She will greet visitors at the information desk, exhibit area and on the trail. She will also assist on resource management projects.

Planning and Development Division

Keli Garman is a graduate student in Landscape Architecture at Virginia Tech. She will assist with the preparation of Park Master Plans this summer in the Park Planning Branch. Throughout the summer, she will assist with the park planning process for the John C. and Margaret K. White Horticultural Park and other ongoing planning projects. Keli's personal goal in completing her internship with the Park Authority is to gain experience and education regarding park planning, processes, design and development.

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Curt Dierdorff, Director, Human Capital Development and Services

Janet Tetley, Intern Coordinator

PRESENTATION – 2

Diversity Committee Briefing

Staff from the agency-wide Diversity Committee will present an overview of the work of this team, including: organizational context, current initiatives, recent accomplishments and future plans. This committee was established in 2002 for the purposes of raising awareness of and providing support for diversity-based best practices in the organization.

ENCLOSED DOCUMENT:

Attachment 1: Park Authority Diversity Committee-Activities and Plans
dated June 22, 2005

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Curt Dierdorff, Director, Human Capital Development and Services
Leon Plenty, Manager, Lee District RECenter
Karen Falcona, Manager, Jefferson Golf Course

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ADMINISTRATION - 1

Approval – Resolution Honoring Young Ho Chang for His Support of the Fairfax
County Park Authority

This item will be distributed prior to the June 22, 2005, Park Authority Board meeting.

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Judith A. Pedersen, Public Information Officer

ADMINISTRATION - 2

Adoption of Minutes – May 25 and June 8, 2005 Park Authority Board Meeting

ISSUE:

Approval of the minutes of the May 25 and June 8, 2005 Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the May 25 and June 8, 2005 Park Authority Board meeting.

TIMING:

Board action is requested on June 22, 2005.

FISCAL IMPACT:

None

ENCLOSED DOCUMENT:

Attachment 1: Minutes of the May 25 and June 8, 2005 Park Authority Board Meeting

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Nancy L. Brumit, Administrative Assistant

ACTION - 1

Comment: Bjb - reviewed and edited
5/28/03

Approval - Lease Agreements with the Arts Council of Fairfax County and the Northern Virginia Conservation Trust for the Fred M. Packard Center (Mason District)

ISSUE:

Approval of the lease agreements with the Arts Council of Fairfax County and the Northern Virginia Conservation Trust for the Fred M. Packard Center.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve the lease agreements with the Arts Council of Fairfax County and the Northern Virginia Conservation Trust for the Fred M. Packard Center. **(This item was reviewed by the Planning and Development Committee on June 1, 2005, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on June 22, 2005. The current leases expire on June 30, 2005.

BACKGROUND:

Currently the Arts Council of Fairfax County (Arts Council) and the Northern Virginia Conservation Trust (NVCT) lease office space at the Fred M. Packard Center. The Arts Council leases 5,430 square feet and the NVCT leases 587 square feet. The Park Authority pays for or provides all services such as utilities, building and grounds maintenance and snow removal. The current lease agreements are full service agreements, with the exception of custodial services. Custodial services were eliminated due to budget reductions adopted in the General Fund FY 2004 Budget, which eliminated the custodial position at Hidden Oaks Nature Center. The Park Authority Board reduced the lease rates from \$8.50 per square foot to \$7.50 per square foot in 2003 due to the tenants assuming responsibility for all custodial services at the Packard Center.

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The term of the leases for the Arts Council and the NVCT is *currently* two (2) years. The Arts Council subleases portions of its leased space to other not-for-profit community organizations including A Home, Artisans United, Fairfax Audubon Society, League of Women Voters, TV & Me, Virginia Chamber Orchestra, Japanese Americans' Care Fund, Fairfax Choral Society, Virginia Chamber Orchestra, Northern Virginia Youth Symphony Association and the National Capital Art Glass Guild and currently administers and schedules the conference rooms on the first and second floors for the tenants and other civic groups at no additional charge.

The leases for the Arts Council and the NVCT at the Fred M. Packard Center will expire on June 30, 2005. The Arts Council and the NVCT are interested in renewing their leases. In previous actions by the Park Authority Board, lease rates for these not-for-profit organizations have generally offset the costs related to the operation and maintenance of the Packard Center. In the leases set to expire at the end of June, this compensatory amount is the lease payment of \$7.50 per square foot per year. *Significant increases in utility costs, particularly fuel oil, have increased the costs related to the operation and maintenance of the Packard Center.* Fuel oil costs have increased by nearly 50%, from an average of \$1.13/gal in FY 2004 to an average of \$1.68/gal in FY 2005. According to information provided by the Fairfax County Economic Development Authority, a partial service lease for office space in the Annandale area ranges from \$16 - \$28 per square foot.

In recognition of the contributions of the Arts Council and the Northern Virginia Conservation Trust to the quality of life in Fairfax County, it is recommended that the Park Authority Board *hold the lease rate to \$7.50 per square foot for a lease term of one year. The Arts Council has requested additional time to evaluate their financial situation and explore operational options for the space they currently lease at the Packard Center.* The conditions will remain the same as the prior lease; the tenants will remain responsible for all custodial supplies and services.

FISCAL IMPACT:

Rental rates for these two not-for-profit organizations will remain at \$7.50 per square foot for an annual income of \$45,127.50.

Current Income (\$7.50 per sq.ft.)

Arts Council of Fairfax County	5,430 square feet = \$40,725.00
Northern Virginia Conservation Trust	587 square feet = <u>\$ 4,402.50</u>
TOTAL	6,017 square feet = \$45,127.50

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Current Expenses

Utilities, maintenance, property management costs	
\$29,850.00	
Repairs	\$
6,500.00	
Life cycle costs associated with capital repairs	\$
9,800.00	
TOTAL	
\$46,150.00	

Projected Income (\$7.50 per sq.ft.)	
Arts Council of Fairfax County	5,430 square feet =
\$40,725.00	
Northern Virginia Conservation Trust	587 square feet =
<u>4,402.50</u>	
TOTAL	6,017 square feet =
\$45,127.50	

Projected Expenses (assume 5% increase)	
Utilities, maintenance, property management costs	
\$31,342.50	
Repairs	\$
6,825.00	
Life cycle costs associated with capital repairs	
<u>\$10,290.00</u>	
TOTAL	
\$48,457.50	

ENCLOSED DOCUMENTS:

- Attachment 1: Proposed Lease Agreement between the Fairfax County Park Authority and the Arts Council of Fairfax County
- Attachment 2: Proposed Lease Agreement between the Fairfax County Park Authority and The Northern Virginia Conservation Trust

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Lynn S. Tadlock, Director, Planning and Development Division
Kay H. Rutledge, Manager, Land Acquisition and Management Branch
James Miller, Property Manager, Land Acquisition and Management Branch

ACTION - 2

Approval - Turner Farm Park, Equestrian Agreement (Dranesville District)

ISSUE:

Approval of an agreement with the Friends of Turner Farm to establish a partnership for the development of equestrian facilities at Turner Farm Park.

RECOMMENDATION:

The Park Authority Director recommends approval of an agreement with the Friends of Turner Farm to establish a partnership for the development of equestrian facilities at Turner Farm Park. **(This item was reviewed by the Planning and Development Committee on June 1, 2005, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on June 22, 2005, to maintain the project schedule.

BACKGROUND:

Turner Farm Park was one of the first acquisitions from the 1998 Bond Program. In the current bond cycle, a Master Plan was adopted for this community park which proposed observatory and equestrian special purpose uses along with traditional community park uses. Staff from the Resource Management Division has been assigned to manage Turner Farm Park due to the environmental education and equestrian uses proposed in the master plan. Since adoption of the Master Plan, the Park Authority has completed Phase I of the park's development to stabilize the site which included demolition of several existing structures, stabilization of other structures that were to remain and completed limited entrance improvements to permit safe access to the park. As a result of community efforts, the park is now open for limited use. There is a playground at the site that was made possible by a donation from the Great Falls Lions Club. The Friends of Turner Farm, a community friends group, has also made possible the installation of portions of the perimeter fence. The Analemma Society has entered into a cooperative agreement with the Park Authority for efforts in support of the observatory uses and now hosts a weekly public viewing at the park.

In June 2004, the Park Authority Board approved a scope of work for Turner Farm Park, Phase II. In addition to tasks related to development of the proposed observatory facilities, the approved scope includes the following tasks related to the proposed equestrian facilities:

- Complete the Site Plan and obtain a Land Disturbance Permit for the proposed equestrian facilities.
- Negotiate an agreement with the Turner Team for construction and operation of the equestrian facilities.
- Monitor construction of the equestrian facilities to assure compliance with the approved plan and the development agreement.

The Site Plan for the proposed equestrian facilities has been approved and a Land Disturbance Permit has been obtained. A copy of the Site Plan is included for reference as Attachment 1.

In accordance with the approved scope of work, Park Authority Staff has negotiated an agreement with The Friends of Turner Farm, for construction and operation of the proposed public equestrian facilities. The draft cooperative agreement is included for consideration as Attachment 2. The agreement provides an opportunity for the Friends of Turner Farm to design and construct a cross country course at the park, consistent with the conceptual development plan. In addition, the agreement welcomes the donation of funds, material and services toward construction of the equestrian facilities proposed with the Site Plan. Finally, the agreement accommodates a role for the Friends of Turner Farm in the continued maintenance and operation of the park's public equestrian facilities.

Subject to the Board's approval of this proposed agreement, staff from the Park Operations Division, Resource Management Division and the Planning and Development Division will work with the Friends of Turner Farm to construct, operate and maintain the proposed equestrian facilities at The Turner Farm Park.

FISCAL IMPACT:

Approval of this agreement obligates the Park Authority to certain ongoing maintenance responsibilities. However, these added responsibilities can be accommodated within current budget limitations. The Park Authority Board will be presented with a proposed scope of work to include a recommendation for use of the \$300,000 allocated to Turner Farm Park Equestrian Facilities from the 2004 Bond Program prior to bid.

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ENCLOSED DOCUMENTS:

Attachment 1: Turner Farm Park Equestrian Facilities, Site Plan
Attachment 2: Draft Cooperative Agreement Between the Fairfax County Park
Authority and The Friends of Turner Farm

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Brian Daly, Director, Park Operations Division
Cindy Messinger, Director, Resource Management Division
Lynn S. Tadlock, Director, Planning and Development Division
Michael Rierson, Branch Manager, Resource Management Division
Bob Betsold, Special Projects Branch
Ed Nutter, Project Manager

ACTION - 3

Re-Allocation of Project Balances from Fund 371; General Park Improvement Projects

ISSUE:

Approval of staff recommendation for re-allocation of outstanding project balances from previously approved and completed General Park Improvement projects to address other capital maintenance needs.

RECOMMENDATION:

The Park Authority Director recommends the Park Authority Board approve the re-allocation of outstanding project balances from previously approved and completed General Park Improvement projects to address other capital maintenance needs.

(This item was reviewed by the Budget Committee on June 22, 2005, and approved for submission to the Park Authority Board.)

TIMING:

Board action is requested on June 22, 2005, to permit work to begin on these much needed projects.

BACKGROUND:

In prior years, the Board has approved funding from the General Park Improvements Project in Fund 371, Park Capital Improvement Fund, to complete a variety of renovation and maintenance projects at revenue facilities (RECenters and Golf Courses). Several of these projects were completed under budget and have fund balances available. Some of the projects were approved as much as six years ago (1999) and the project balances have been sitting idle for many years. One of the projects, the Burke Lake Park Carrousel Shelter has not started because funding was inadequate.

Due to the need to use General Park Improvement funds for several major projects, primarily the Providence RECenter natatorium and locker room renovations, the fund balance in the Facilities and Services Reserve dropped below the Board's target of \$1.2 million for several years. During those years, staff did not request use of General Park

Improvement funds in order to return the reserve to the Board's target. The Facilities and Services Reserve now exceeds the Board's target minimum, but the 2004 Bond program includes the majority of the known major maintenance and renovation needs for the next four years. Therefore, staff is not recommending projects that would require additional appropriation of funds.

Staff has identified several significant maintenance needs not included in the 2004 bond that can be funded with the project balances from the previously approved and now completed General Park Improvement projects. These funds have already been appropriated; therefore, they are available to begin work immediately if the Board approves re-allocating the balances to new projects.

The previously approved and completed projects are: Burke Lake Mini-golf; Burke Lake Carrousel Shelter; George Washington Pool White Coat; Greendale Golf Hole #17 Renovation; Lake Fairfax Water Mine Features; Oak Marr HVAC Renovation; Twin Lakes Shelters/Restrooms; Wakefield Smoke Hatches; Wakefield Natatorium Overhang Painting. The total available balance from these projects is \$509,000.

The new projects are:

Project Needed	Funding
Burke Lake Carrousel Shelter 170,000	\$
Greendale Parking Lot Repairs 70,000	\$
Lake Fairfax Water Mine Features 65,000	\$
Mount Vernon RECenter – Duct Cleaning 35,000	\$
Pinecrest On-Course Restroom 19,000	\$
Deep Water Swimming Pool Steps – GW, SR <u>150,000</u>	<u>\$</u>
TOTAL	\$ 509,000

Project summary descriptions are provided in Attachment 1.

FISCAL IMPACT:

Based on scope cost estimates, funding in the amount of \$509,000 is necessary for these projects. Funding is currently available in the amount of \$509,050 in Project 004748, General Park Improvements in Fund 371, Park Capital Improvement Fund. This funding is currently appropriated in Project 004748,

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General Park Improvements and will not reduce the amount in the Facilities and Services Reserve with a current balance of \$1,611,579.

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ENCLOSED DOCUMENT:

Attachment 1: General Park Improvements, Project Balance Re-Allocation
Project

Summaries dated June 22, 2005

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Charles Bittenbring, Director, Park Services Division

Lynn Tadlock, Director, Planning and Development Division

Thaddeus Zavora, Manager, Financial Planning Branch

Peter Furey, Manager, Golf Enterprises/Recreation Parks, Park Services Division

Barbara Nugent, Manager, Leisure and Wellness Branch, Park Services Division

INFORMATION - 1

Laurel Hill Golf Summer Deer Herd Reduction (Mt Vernon District)

The Park Authority has been participating in the Fairfax County deer herd management program since 1998. The Park Authority Board has annually approved a deer management program proposed by staff in cooperation with the county wildlife biologist. The deer management program is drafted in accordance with the *FCPA Criteria for Deer Population Reduction* adopted August 1, 2001. These criteria include a section on Operational Conflicts, a provision to avoid conflict with people or events by timing the herd management to obey seasonal laws and avoid major periods of human activity. (See Attachment 1)

In the past, this has meant conducting herd management from September through March to coincide with the Virginia deer hunting season, take advantage of leaf-off conditions to maximize the safety of shooting events, avoid peak summer use periods, begin shooting when bucks are antlered and males and females can be differentiated and end the shooting season prior to the birth of fawns in the spring to avoid orphaning young deer. With these considerations in mind, staff has come to the board between July and September with the annual deer herd management program for review and approval. Annually, the county wildlife biologist has obtained depopulation permits from the state that run from September 1 to March 31.

Laurel Hill has an excessively large deer population. The large herds are causing significant damage to natural resources and to the Laurel Hill Golf Course. Four sharpshooting events were held in March 2005 as coordinated by the county wildlife biologist on the request of the Park Authority and the County Facilities Management Division. Approximately 35 deer were removed in these four events. The herd remains excessive and an opportunity exists to conduct herd management activities at Laurel Hill Golf Course this summer before the course opens to the public in September 2005.

The county wildlife biologist has obtained a permit from the Virginia Department of Game and Inland Fisheries to conduct herd management at Laurel Hill this summer and is prepared to begin sharpshoots in June. The intent is to conduct six to eight shoots from June through late August with close cooperation between the Park Authority, the county wildlife biologist and the County Facilities Management Division. Facilities Management Division will be supporting the shoots in a role similar to that of the Park Authority by providing access and logistical support on properties that they control and by coordinating access to all properties with the on-site contracted security.

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These shoots can be conducted safely due to the remote nature of the site, easily controlled access points and the fact that the site is not yet open to the public. Bucks have begun growing new antlers and yearlings can be differentiated from adult does – thus sharpshoots can concentrate effectively on bucks and yearlings and avoid does that may be nursing fawns.

Although conducting deer herd management activities in the summer is a change from past practice, such activities are in accordance with the Fairfax County Park Authority Criteria for Deer Population Reduction.

During the Resource Management Committee meeting, staff discussed the scope and methods that would be employed in summer herd management at Laurel Hill Golf Course. Staff will return to the Board in July for discussion and again in September for approval of the annual deer herd management board item for the coming year.

(This item was reviewed by the Resource Management Committee on June 8, 2005, and approved for submission to the Park Authority Board.)

FISCAL IMPACT:

All summer 2005 deer herd management will be conducted with existing Park Authority, Police Department and Facilities Management Division staff and equipment.

ENCLOSED DOCUMENTS:

Attachment 1: Fairfax County Park Authority Criteria for Deer Population Reduction

Adopted August 1, 2001

STAFF:

Michael A Kane, Director
Timothy K. White, Deputy Director
Cindy Messinger, Director, Resource Management Division
Charles Bittenbring, Director, Park Services Division
Judy Pedersen, Public Information Officer